



National Capital Planning Commission

VACANCY ANNOUNCEMENT

NUMBER: 2004-03

OPENS: April 5, 2004 CLOSES: May 5, 2004

POSITION: Architect (Urban Design)

PAY PLAN, SERIES, GRADE: GS-0808-13

SALARY: \$72,108 - \$93,742 PER ANNUM

AREA OF CONSIDERATION: Applications will be accepted from all qualified US citizens

DUTY STATION: National Capital Planning Commission
Office of Administration
401 9th Street, NW
(Metro Yellow and Green Lines - Archives/Navy Memorial)
Washington, DC 20576

PROMOTION POTENTIAL: NONE

This position is located in the Urban Design and Plan Review Division, National Capital Planning Commission. The incumbent works under the direction and supervision of the Director, Urban Design and Plan Review Division.

NUMBER OF VACANCIES: 1

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent provides expertise in architecture and urban design to senior staff, other architects and community planners within the agency, other government agencies and their contract A/E firms, as part of the division's project review and urban design policy development activities. The incumbent is responsible for the management and implementation of the monthly review, analysis and evaluation of projects and plans and ensures that recommendations are coordinated with applicants and stakeholders. The incumbent critiques design proposals for suitability as well as their impact on the public realm; and recommends appropriate refinements. The incumbent prepares recommendations to the commission that include analysis of proposed

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projects and policies, their conformance to the Commission's goals and policies, and suggested courses of action. The incumbent establishes and maintains personal contacts with members of the Commission, agency staff, other government agencies, and consultants, to ensure that recommendations to the Commission are fully coordinated with applicants and stakeholders. The incumbent communicates the agency's mission, goals and policies to a variety of individuals and organizations, both verbally and in writing, and implements a range of graphic techniques, such as perspective drawings, computer aided design (CAD), graphic information systems (GIS), and visual presentation software to communicate complex proposals and concepts. The incumbent serves as both a team member and a team leader, supporting the functions of the agency and providing architectural and urban design expertise to the Commission, agency staff and applicants

Basic Requirements: To qualify, applicants must demonstrate professional knowledge of architecture principles, methods and techniques, as evidenced by one of the following:

- A. Degree: architecture, or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours wherein each of the following: structural technology, properties of materials and methods of construction, and environmental control systems.

OR

- B. A combination of education and experience – college level education, training, and/or technical experience that furnished (1) a thorough knowledge of the arts and sciences underlying professional architectural, and (2) a good understanding, both theoretical and practical, of the architectural principles, methods, and techniques and their applications to the design and construction or improvement of buildings. The adequacy of such background must be demonstrated by at least one of the following:

Related Curriculum: Degree in architectural engineering may be accepted as satisfying in full the basic requirements, provided the completed course work in architectural engineering provided knowledge, skills, and abilities substantially equivalent to those provided in the courses specified in paragraph A. The curriculum for a degree in either architecture or architectural engineering covers function, esthetics, site, structure, economics, mechanical-electrical, and other engineering problems related to the design and construction of buildings, primarily (but not exclusively) intended to house human activities. The courses required for a degree in architecture generally place emphasis upon planning, esthetics, and materials and methods of construction, while the course for an architectural engineering degree place equal or greater weight on the technical engineering aspects such as structural systems, mechanical systems, and the properties of materials. Because of this difference in emphasis, persons with degrees in architecture may have a preference for work assignments that offer greater opportunities for them to express their artistic and creative abilities. As a result, they may be more concerned with planning and design aspects of architecture, and persons with degrees in architectural engineering may be more engaged in aspects emphasizing technical engineering considerations.

Experience: An applicant lacking a degree in architecture must have had 1 year of experience in an architect's office or in architectural work for each year short of graduation from a program of study in architecture. In the absence of college course, 5 years of such experience is required. This experience must have demonstrated that the applicant has acquired a thorough knowledge of the fundamental principles and theories of professional

architecture.

IN ADDITION to the requirements above, applicants must also have experience as demonstrated by the following: Applicants must have one (1) year of specialized experience. Specialized experience is experience which is in or related to the line of work of the position to be filled, such as providing expertise in architecture and urban design to senior staff, other architects and community planners; critiquing of design proposals; analysis of proposed projects and policies, examining and analyzing architectural drawings, plans, designs, specifications, and exhibits; and implementation of CAD, GIS and other visual presentation software, which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of this position. To be creditable, the specialized experience must have been at least equivalent to the next lower grade level (equivalent to the GS-12 grade level in the Federal service).

Due to the length of the Operating Manual of Qualification Standards for General Schedule positions, it cannot be printed in its entirety. A copy of the standard can be found on the Internet at <http://www.opm.gov/QUALIFICATIONS/SEC-III/A/0800-NDX.HTM>.

KNOWLEDGE, SKILLS AND ABILITIES: The following KSAs must be addressed in order to receive consideration for this position.

1. Knowledge of principles and practices of architecture and urban design.
2. Ability to use professional knowledge and skill to evaluate projects and recommend creative solutions to enhance them.
3. Ability to manage multiple projects, meet deadlines and maintain quality.
4. Ability to communicate effectively orally and in writing.
5. Knowledge of information technology including CAD, GIS and presentation software.

Other Information:

- To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- Selectee will have to serve a probationary period unless excepted by regulations.
- Selectee must be able to obtain and maintain at least a **SECRET** clearance.
- ***Relocation expense will not be paid.***
- If you are claiming qualifications based on a degree, **you must submit your college transcripts with your application.**

HOW TO APPLY: To receive consideration for this position, submit the following information to:

National Capital Planning Commission
401 9th St., NW, Suite 500
Washington, DC 20576
Telephone: (202) 482-7207

Attn: Phyllis Vessels

Or

Email application materials to Phyllis.vessels@ncpc.gov

Failure to submit any of the following by the closing date may result in you not being considered for this position.

1. Applicants must submit a resume, Optional Application for Federal Employment (OF-612) or other written application format of your choice. Please make sure that your application includes at least the following:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.

- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
 - Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
 - Job-related certificates and licenses.
 - Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
 - Individuals seeking ICTAP eligibility must submit a copy of the Reduction-in Force (RIF) separation notice and a copy of their most recent performance rating.
2. A current performance appraisal or two (2) letters of reference.
 3. **Address the required knowledge, skills and abilities separately.**
 4. Indicate that you are a United States Citizen.
 5. Status applicants who want to be considered under both merit promotion and competitive procedures must submit two complete applications.

***APPLICATIONS AND SUPPORTING MATERIALS
MUST BE RECEIVED BY THE CLOSING DATE***

OTHER REQUIREMENTS/INFORMATION:

In accordance with 18 U.S.C. 1719, applications received in a postage-paid government envelope will not be considered.

Faxed copies of applications will not be accepted.

A copy of SF-50 Notification of Personnel Action must be furnished as proof of status in the Federal service (if applicable).

United States citizenship is required.

Candidates appointed are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of hire.

Selection for the position will be made without discrimination as to race, color, religion, national origin, sex, age, marital status, lawful political affiliation, physical handicap, or other nonmerit considerations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency.

Priority consideration will be given to candidates eligible under the CTAP and ICTAP placement programs. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration. You are considered well qualified if you attain eligibility rating of 85 or higher, not including points for veteran's preference.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance rating and copy of their most recent 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

All military service must be documented with a DD214, Certificate of Release or Discharge from activity duty, or other proof of eligibility. An SF-15 (Application for 10-point Veterans Preference) and written verification must accompany application in order to receive 10-point preference. If you are claiming 5-point preference, submit a DD-214 (Member 4 copy) or other proof of veterans' preference. If you are claiming veteran's preference based on a compensable, service-connected disability of 10 percent or more, you MUST submit a DD-214, (Member 4 copy), SF-15, and a letter from the Veterans Administration dated within the last 12 months.

Selectee will be required to submit to drug testing. Failure to successfully pass a screening will be grounds for immediate removal.

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